

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

CORRECTIONS OFFICER

JOB DESCRIPTION

Employees in this job oversee and participate in the custody, security, and treatment of prisoners in correctional facilities including major institutions, camps, and correction centers.

There are two classification levels in this job.

Position Code Title – Corrections Officer-E

Corrections Officer 8

This is the entry level. At the entry level, employees are initially assigned to the corrections officer training academy, where they are required to successfully complete the approved training program designed to provide the knowledge and skills required to function as a corrections officer. Upon graduation from the training academy, the officer will complete the probationary period at his/her assigned correctional facility. The employee at this classification functions in one of two capacities; (1) overseeing and participating in the custody, security, and treatment of prisoners while learning and developing the interpersonal skills required to perform a range of corrections officer assignments; or; (2) performing a limited range of corrections officer assignments involving limited contact or interaction with prisoners.

Corrections Officer E9

This is the experienced level. At the experienced level, the employee oversees and participates in the custody, security, and treatment of prisoners in assignments, which involve substantial face-to-face contact with prisoners. The employee uses independent judgment in making decisions requiring interpretation and application of departmental guidelines to specific situations.

NOTE: Employees who perform the limited range of corrections officer assignments do not progress beyond the 8-level. Employees learning a full range of Corrections Officer assignments generally progress to the E9-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Corrections 8 (Limited range of assignments)

On a post assignment:

Observes prisoners' activities to detect unusual or prohibited behavior, which might be a threat to the security of the facility or the safety of prisoners, employees, or visitors.

Responds quickly to calls for assistance in other areas of the prison as directed by the control center or shift supervisor. Assists in controlling disturbances and isolating instigators.

Observes and appropriately responds to such "critical incidents" as assaults on employees or prisoners, prisoner disturbances, or other situations threatening to the security of the facility and prepares written reports. Appropriate response may require the use of firearms.

Prepares written records and reports related to the work.

Performs related work appropriate to the classification level as assigned.

Corrections Officer 8 (Full range of assignments) and E9

Observes prisoners' activities to detect unusual or prohibited behavior, which might be a threat to the security of the facility or the safety of employees, visitors, or other prisoners.

Counts prisoners under his/her jurisdiction several times during the shift and transmits count totals to the control officer.

Conducts thorough searches of prisoners, visitors, employees, mail, packages, cellblocks, and other structures for such prohibited items as critical tools, weapons, drugs, or other contraband.

Keeps prisoners moving and prevents loitering in yards or building entrances during periods of mass movement.

Attempts to obtain prisoners' compliance with facility rules and regulations. Writes Disciplinary Actions (tickets) on prisoners for rule's infractions.

Responds quickly to calls for assistance in other areas of the prison as directed by the control center or shift supervisor. Assists in controlling disturbances and isolating instigators.

Attempts to modify prisoner attitudes and behaviors through one-to-one or group interaction.

Observes and appropriately responds to such "critical incidents" as assaults on employees or prisoners, prisoner disturbances, or other situations threatening to the

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security of the facility and prepares written reports. Appropriate response may include use of firearms.

Transports prisoners via passenger vehicles ranging from busses to automobiles, to various locations outside the facility such as courts, medical centers, or other correctional facilities, ensuring that all security procedures are followed.

Works with resident unit managers and assistant resident unit supervisors, in such areas as determination of prisoner security classifications and parole eligibility, disciplinary proceedings, and prisoner counseling.

Controls entry and exit from the facility; identifies employees, visitors and law enforcement personnel entering the facility; escorts and monitors visitors while in the facility.

Oversees prisoners on various work assignments.

Ensures that security systems, fire fighting equipment, fire detection systems, and other equipment in the facility are in operating condition.

Trains corrections officers assigned as on-the-job trainees or newly assigned training academy graduates.

Prepares written records and reports related to the work.

Assists in maintaining proper standards of personal care and hygiene of prisoners.

May take part in searches for escaped prisoners.

Works to maintain stable interpersonal dynamics with prisoners and staff.

May dispense prescribed medication to prisoners as directed.

May operate such computerized equipment as gate controls.

May oversee construction areas within a facility to assist work crew leaders with general security and safety of the area.

May supervise prisoner work crews outside correctional facility.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level and considerable knowledge is required at the experienced level.

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Knowledge of individual and group counseling techniques.

Knowledge of basic first-aid procedures.

Knowledge of accident prevention.

Knowledge of various prisoner sub-cultures.

Knowledge of prisoner behaviors and problems.

Knowledge of standards of hygiene and health care standards about contagious diseases.

Knowledge of security procedures and techniques.

Knowledge of departmental rules, regulations, policies, and procedures.

Ability to relate to prisoners and gain their respect and confidence.

Ability to oversee prisoners in the performance of various work functions.

Ability to read, learn, and apply facility and departmental policies, procedures, rules, regulations, and employee handbook.

Ability to successfully complete in-service education and training programs.

Ability to maintain composure during stressful situations.

Ability to observe critically, obtain accurate data, and prepare written records and reports.

Ability to divert violence or ease tension through persuasion and understanding, rather than use of force.

Ability to provide a positive role model to the prisoner population.

Ability to train and oversee recruits and trainees.

Ability to communicate effectively.

Working Conditions

An employee may be assigned to work any day of the week, or on any shift or assignment.

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The work is performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life threatening injury.

Some jobs require an employee to work in an uncomfortable environment.

Some jobs require an employee to work in high stress situations.

Some jobs require an employee to work under hazardous situations.

Physical Requirements

The job duties require an employee to meet the physical requirements of the work, which includes the performance of strenuous tasks requiring muscular strength and coordination, and cardiovascular endurance.

Ability to work in an environment with various degrees of discomfort.

Ability to wear and operate respiratory protection devices.

Ability to operate a motor vehicle.

Considerable knowledge of the techniques of self-defense, disturbance control, firearms, fire fighting, and detection of weapons and contraband.

Ability to qualify with and use various firearms.

Skill in the use of firearms and fire fighting equipment.

Ability to learn and apply self-defense and other procedures for dealing with violent or abusive prisoners.

Education

Possession of a high school diploma or a GED Certificate and fifteen semester (or 23 term) college credit hours in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement. (May have up to 18 months after date of hire to satisfy this requirement.)

OR

Possession of 30 semester (or 46 term) college credit hours leading toward a degree in any major. (This option is not available after date of hire.)

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Experience

Corrections Officer 8

No specific type or amount of experience is required.

Corrections Officer E9

One year of experience as a Corrections Officer or a Corrections Medical Aide.

Alternative Education and Experience

Corrections Officer 8

Possession of a bachelor's degree in any major.

OR

Completion of a recognized corrections training program in another state or federal jurisdiction, completion of at least two years of full-time corrections officer work experience, and must be currently employed satisfactorily in a corrections position or have left corrections employment in satisfactory status.

Special Requirements, Licenses, and Certifications

Any individual with a felony conviction, a controlled substance violation in any jurisdiction "including military", pending felony or misdemeanor charges, a domestic violence conviction or outstanding warrants, is ineligible for consideration for employment by Michigan Department of Corrections.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

At least eighteen (18) years of age at time of employment as a corrections officer.

Ability to pass a post-offer medical exam, a drug screen, and a physical fitness test.

Ability to effectively perform essential job functions with or without accommodations.

Ability to successfully complete a 640 hour training academy which includes written examinations and practical skill examinations.

Willingness to submit to a thorough background investigation designed to assess the applicant's suitability for employment as a corrections officer.

Satisfactory completion of annual recertification and training.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
CORROFR	Corrections Officer

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Corrections Officer-E	CORROFRE	C12-001

ECP Group 1
12/12/01
GJH/VLWT/gjh